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MEMORANDUM FOR: Deputy Director for Operations
Deputy Director for National Foreign Assessment
Deputy Director for Administration
Deputy Director for Science and Technology
Chairman, E Career Service

STAT FROM :
Acting Director of Personnel

SUBJECT : Controls on Applicant Processing

1. In conjunction with our efforts to meet the Agency's increasing recruitment needs over the next few years, we have implemented certain controls on applicant processing to ensure our resources are being used as effectively as possible. Specifically, we will no longer allow Agency components to bring professional and technical applicants to Washington for interviews nor will we allow them to initiate medical and security processing for those applicants unless there are actual or valid projected vacancies in the components. Vacancies are now being closely monitored by our comparing on-duty strength, authorized ceiling, and historical attrition to the total professional, technical, and clerical requirements levied on us.

2. We realize selected offices may, on occasion, be permitted by you to exceed temporarily their authorized ceilings for a number of reasons. If this is the case within your Career Service, please identify the offices which you have authorized to exceed their ceilings, the level by which they may exceed their ceilings, and where within your Career Service we should apply an offset reduction in our recruitment and processing efforts. Please provide us with this information no later than 22 May.

3. Attached for your information is a copy of our "Current Requirements List" which reflects the latest professional and technical requirements levied on us by Agency components as well as a copy of our current clerical requirements. The clerical requirements list is updated monthly. This month we will also be forwarding a copy of the Current Requirements List to each Agency component and asking for updates of professional and technical recruitment requirements. We then plan to meet with representatives

of the offices to discuss the new procedures we are implementing as well as other facets of our recruitment and processing system.



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Attachments:

Current Requirements List
Clerical Requirements List